



ALAMEDA COUNTY  
CONGESTION MANAGEMENT AGENCY

1333 BROADWAY, SUITE 220 • OAKLAND, CA 94612 • PHONE: (510) 836-2560 • FAX: (510) 836-2185  
E-MAIL: mail@accma.ca.gov • WEB SITE: accma.ca.gov

**Memorandum**

*June 1, 2004  
Agenda Item 3.3*

**DATE:** May 24, 2004  
**TO:** ACTAC  
**FROM:** Matt Todd, Senior Transportation Engineer  
**RE:** Transportation Fund for Clean Air (TFCA) Program:  
Program Monitoring

**Action Requested**

The ACTAC is requested to review and approve the TFCA Monitoring Tasks detailed in Attachment A. The monitoring tasks will be tracked for all active TFCA funded projects and reported to the CMA Committees and CMA Board on an approximately quarterly basis.

**Next Steps**

Upon approval by the CMA Board, the TFCA Monitoring Program would be implemented.

**Discussion**

Due to the increased scrutiny being applied to funding in the current economic climate, staff is proposing to implement the proposed quarterly monitoring program for the TFCA program. We have attempted to have the tasks monitored match closely with actions that are already required to implement a TFCA project to minimize additional work required by the project sponsor. We have also proposed to track the TFCA timely use of funds policy items that have been in place, but are including a quarterly report on these milestones to the CMA Committees and CMA Board, similar to the STIP At Risk Report, to ensure the milestones for the TFCA projects are reviewed a few times a year. The ACTAC is requested to review and approve the TFCA Monitoring Tasks detailed in Attachment A.

Attachment

## **Attachment A – TFCA Monitoring Tasks**

The tasks to monitor detailed below are based on the existing timely use of funds policy.

<b><u>Month</u></b>	<b><u>Milestone</u></b>	<b>Item Tracked</b>
January	Project sponsor to submit Semi Annual Report to ACCMA	Return of completed Report
Approximately Dec ~ Mar	Project sponsor must execute a fund transfer agreement with the CMA within three months of receipt of an agreement from the CMA.	Return of executed agreements
Approximately Jan ~ Apr	Project sponsor must initiate implementation of a project within three months of the date of receipt of the executed fund transfer agreement from the CMA, unless an extension to the schedule has been approved in advance by the CMA.	Completion of a form letter from the Project Manager stating project has been initiated, the project schedule, and that expenditures will be completed by the expenditure deadline
August	Project sponsor must submit an Annual Report to ACCMA	Return of completed Annual Report
12/31 (and ongoing throughout the year)	Sponsor must submit a request for reimbursement at least once per fiscal year. Requests must be submitted within six (6) months after the end of the fiscal year, (unless less than a \$25,000 project) All final requests for reimbursement must be submitted no later than six (6) months after the end of the fiscal year in which the project was completed. (all projects)	Submittal of Invoices
Ongoing	Sponsor must submit required post-project monitoring reports within three months after the post-project evaluation period.	Submittal of Reports
Ongoing	Funds must be expended within two years from the date of the first receipt of funds by the CMA from the Air District, unless an extension has been approved by the CMA Board.	Submittal of Invoices